Employer Registration Process 2013Overview:

Navigate to the Employer Information page and click on the register link to be taken to the ticketing site. Select the number and quantity of tickets needed and enter contact information. Once you have registered, you will be taken to PayPal to complete the payment process. Enter your payment information on PayPal to complete your order.

Navigate to http://wsd.dli.mt.gov/local/missoula/career_fair/employers.asp and click on the blue "Register" button.

Select the number of each ticket type you require. Please note that the Employer registration ticket type *includes* 2 buffet tickets. For example, if you need 3 buffet tickets with your employer registration, select 1 employer registration and then 1 additional buffet ticket.

Once you have the correct number of tickets selected, press "**Proceed**."



Ticket / Registration information for: 25 April 2013 2:30 PM

Please select ticket / registration type to proceed..

Ticket Type

Sale Ends

Price

Quantity

Employer registration

Employer registration includes 2 buffet tickets and a 6'
display table. All employer registrations are NONREFUNDABLE after April 5, 2013.

Additional buffet tickets

Select this option if you need more than the 2 included buffet
tickets.

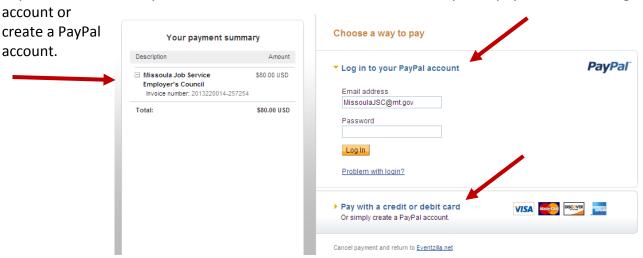
PayPar

On the next page you will see your Order Summary, detailing the number of each ticket type you have requested and the total charge. Please fill out the information fields below.

You may choose to pay online using your credit card via PayPal or pay via mailed check. **Please make checks payable to Missoula JSEC.** Choose your preference and select "**Complete Registration**."

If you chose to pay via check, your registration is complete and will be confirmed once we have received your payment.

If you chose to pay online, you will be taken to PayPal to complete the payment process. Please note your total payment will display on the left, and that you have two options to pay: "Log in with an existing PayPal account" or "Pay with a credit or debit card," which will allow you to pay without creating an



If you choose to pay using an existing PayPal account, simply log in and complete your order.

If you choose to pay without creating an account, enter your payment information and select "Review and Continue."



You can also cancel your registration by clicking the link below.

Review your order for accuracy and complete the payment process to complete your registration!



For additional assistance or questions, please do not hesitate to contact our office.

Missoula Job Service 539 S. Third St. West Missoula, MT 59801 Phone: 406-728-7060

Email: MissoulaJSC@mt.gov